

2020 Pet Lover's License Plate Program

REQUEST FOR GRANT PROPOSALS

Released:
January 8, 2020

Grant Proposals Due:
By 5:00 pm PDT February 10, 2020
No late submissions accepted.



California Department of Food and Agriculture
Office of Grants Administration
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ABOUT THE PROGRAM

Purpose

The California Department of Food and Agriculture (CDFA) is pleased to announce a competitive solicitation process to award up to \$330,000 in funding under the California Pet Lover’s License Plate grant program. This program is funded by fees associated with the original purchase, annual renewal, and conversion of Pet Lover’s license plates from the California Department of Motor Vehicles.

The purpose of this program is to help stop pet overpopulation in California by providing funds for spay/neuter services to municipalities and non-profit organizations in California. The revenue received from the sale and renewal of the license plate is awarded annually through grant agreements to eligible organizations.

Funding and Duration

The grant duration is one (1) year starting June 1, 2020 – May 31, 2021. Grant funds cannot be expended before June 1, 2020 or after May 31, 2021. For the application period ending February 10, 2020, grants funded will range from \$5,000 to \$50,000. However, CDFA reserves the right to offer an award different than the amount requested.

Eligibility

To be eligible, an organization must be a veterinary facility that is registered and in good standing with the Veterinary Medical Board and operated by: a California city or county animal control facility (or an agency that currently holds a contract with one or more municipalities) that provides spay & neuter services to the public; a California city or county with the capability to administer a spay/neuter voucher program; a California non-profit (501(c)3) organization holding a municipal contract for animal control service; or a California non-profit (501(c)3) organization that operates a veterinary facility that offers low-cost or no-cost spay and neuter services and is registered and in good standing with the Secretary of State.

Timeline

Release Request for Grant Proposals	January 8, 2020
Grant Proposals Due	February 10, 2020, 5:00 pm PDT
Review Period	February – March 2020
Announce and Award Funding	Spring 2020

APPLICATION REVIEW AND NOTIFICATION

How to Apply

Applicants are required to complete and submit the 2020 Pet Lover's License Plate grant proposal application using the required templates available on the Pet Lover's website <https://www.cdfa.ca.gov/SpayNeuter/>

The Grant Proposal consists of an application and verification of the following:

- Cover Page Template
- Grant Proposal
- Budget Narrative
- Supporting Documentation

Grant Proposals must be submitted electronically to grants@cdfa.ca.gov by 5:00 p.m. PDT on February 10, 2020. Submitted Grant proposals will only be considered if the required application templates are complete and attached in one email submission.

Grant Proposal Requirements

- 1. Cover Page:** The *cover page* template consists of four sections. Section I: Applicant Details; Section II: Project Management; Section III: Proposal Summary and Section IV: Authorization. All sections of the cover page must be completed.
- 2. Grant Proposal and Budget Narrative:** The *grant proposal narrative* must be completed on the required template, 12-point font and must not exceed five pages, excluding the budget narrative. The *Budget Narrative* must include a description and detailed breakdown of the total grant funds requested by budgetary categories. All costs should be explained in detail with an estimated price per unit.
- 3. Supporting Documentation:** Please include a copy of each of the following with every copy of the application:

For Municipal Agencies:

- Annual animal control services budget for the past two fiscal years, including what percentage of the budget is used for spay/neuter efforts.
- Annual report or other documentation relevant to evaluation of your proposal.
- Examples of past advertising/outreach done to promote your spay/neuter program, or spay/neuter in general.

For Non-Profit Agencies:

- Copy of your 501(c)3 determination letter.
- List of your Board of Directors or other organizational leadership.
- Annual report or other documentation relevant to evaluation of your proposal.
- Tax Returns for the past two fiscal years (form 990 or 990EZ).

Assistance and Questions

To maintain the integrity of the competitive process, CDFA is unable to advise and/or provide individuals information regarding specific grant proposals during the solicitation process. However, CDFA encourages all applicants to view the frequently asked questions available on the Pet Lover's website <https://www.cdfa.ca.gov/SpayNeuter/> for assistance.

Reporting Requirements

Recipients must submit one Final Performance Report that identifies goals and objectives achieved, including quantifiable results, successes, project delays or lessons learned and any other pertinent information.

Payment Process

If awarded, recipients will be subject to all applicable State regulations. Recipients are required to submit invoices at least quarterly, but no more frequently than monthly for reimbursement of actual expenses incurred to support approved project activities. Invoices must include documentation to support reimbursement requested. Advance payments will not be provided. Ten percent of the total amount of the award will be withheld until receipt, review and approval of the Final Performance Report.

Review and Notification

CDFA will conduct two levels of review. The first level is an administrative review to evaluate the completeness, determine whether grant proposal requirements are met and, if applicable, assess an applicant's past CDFA grant performance. The second level is a technical review conducted by reviewers selected by CDFA to evaluate the merits of the grant proposal.

Notification and Feedback

Grant proposals that are disqualified during the administrative review will be notified by email within three weeks of the grant proposal due date. All other applicants will be notified by email regarding the status of their grant proposals in Spring 2020. Feedback will be provided to applicants, upon request, within 60 days of award presentations.

Disqualifications

The following will result in the disqualification of a grant proposal:

- Grant proposals from ineligible institutions.
- Incomplete grant proposals, including grant proposals with one or more unanswered questions and/or missing, blank, unreadable, corrupt, or otherwise unusable supporting documents.
- Grant proposals that include activities outside the grant duration.
- Grant proposals requesting less than the minimum award amount of \$5,000 or more than the maximum award amount of \$50,000.
- Grant proposals with unallowable costs or activities necessary to complete the project objectives.

APPEAL RIGHTS: Any disqualification taken by the Office of Grants Administration (OGA) during the administrative review for the preceding reasons may be appealed to CDFA's Office of Hearings and Appeals Office within 10 days of receiving a notice of disqualification from CDFA. The appeal must be in writing and signed by the responsible party name on the grant application or his/her authorized agent. It must state the grounds for the appeal and include any supporting documents and a copy of the OGA decision being challenged. The submissions must be sent to the California Department of Food and Agriculture, Office of Hearings and Appeals, 1220 N Street, Sacramento, CA 95814 or emailed to CDFA.LegalOffice@cdfa.ca.gov. If submissions are not received within the time frame provided above, the appeal will be denied.

Grant Terms and Conditions

If awarded a grant from CDFA, the grant recipient will be expected to sign an agreement abiding by certain terms and conditions, including but not limited to:

- Submission of a final report. *Information outlining the reporting process will be supplied once selected to receive grant funding.*
- The grant recipient will agree that all vouchers and receipts will clearly state that the sterilization was funded by the Pet Lover's License Plate.
- The grant recipient understands that CDFA may conduct site visits at any time during the grant period.
- Grant contracts will be one year in length. The grant recipient will agree to use the funds solely for the purpose described in the grant agreement.
- Grant funds cannot be used to cover provider overhead costs.
- Any unused funds must be returned at the end of the grant agreement.
Note: While not required, the grant recipient is strongly encouraged to advertise the "California Pet Lover's License Plate" in their facility, in newsletters, and through other local announcements.

Review Criteria

CDFA's intent is to fund projects that can produce the highest degree of measurable benefits in relation to each dollar spent. Grant Proposals will be evaluated based on which proposals demonstrate the greatest public benefit and meet the goals of the Pet Lover's License Plate program. The criteria below will serve as guidance to reviewers, upon which grant proposals will be competitively rated. The technical review team will submit recommendations to CDFA for final determination of awards.

Proposal Scoring (50 points possible):

1. Project Purpose (10 points)

Scoring should be based on how well the grant proposal addresses the specific issue, problem, or need, as well as the importance it has to the community.

2. Project Awareness (10 points)

Scoring should be based on the reasonableness and likelihood of success of the project awareness plan as described.

3. Project Work Plan (10 points)

Scoring should be based on the clarity of the work plan and relevance of the specific project activities to the project purpose.

4. Evaluation and Performance Monitoring Plan (10 points)

Scoring should be based on the reasonableness and likely effectiveness of the proposed project accomplishments and plan to evaluate success.

5. Budget Narrative (10 points)

Scoring should be based on the reasonableness of the budget, relevance to the project activities and goals and proportional to the applicant's capacity as described in the project oversight section.

Additional Considerations:

In addition to the criteria above, in selecting proposals for funding, CDFA may prioritize proposals from:

- Eligible veterinary facilities located in or serving underserved communities or those that can demonstrate financial need; or
- Eligible veterinary facilities that have previously provided or currently provide low-cost or no-cost animal sterilization services.

Additional Guidance

In developing the Grant Proposal and Budget Narrative, applicants should ensure that all costs are reasonable, necessary to meet the objectives of the project, allowable, and incurred in a manner consistent with the applicant organization's established practices.

All Pet Lover's License Plate grant proposals are subject to Section 330.2 of the [Grant Administration Regulations](#) set forth by OGA.

Allowable Costs

Costs for Spay and Neuter Services:

Costs that are necessary to conduct spay and neuter services are allowable. Such costs may include, but are not limited to:

- Costs for personnel, supplies and other costs for the applicant to directly provide spay and neuter services.
- Costs to contract with a third party to conduct spay and neuter services.
- Costs to operate a mobile clinic for spay and neuter services.

Other Costs to Support Spay and Neuter Services:

Costs that are necessary to support spay and neuter services are allowable. Such costs may include, but are not limited to:

- Costs for vouchers to facilitate spay and neuter services, including costs for printing vouchers.
- Costs to promote spay and neuter events.

Unallowable Costs

Administrative Costs

Pet Lover's License Plate program funds will not be approved to support administrative costs of a project.

Other Animal Services Costs

Pet Lover's License Plate program funds cannot be used to pay for other pet services such as vaccinations, microchipping, etc.

Incentives

Raffles, incentives, gifts, and donations.

Hospitality

Hospitality suites, alcoholic beverages, costs of entertainment (including amusement, diversion and social activities and any costs directly associated with such costs such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities).

Fundraising

Costs for organized fundraising including financial campaigns and solicitation of gifts.

Equipment and Capital Expenditures

General-purpose equipment, and capital improvements/expenditures.

Scholarships

Pet Lover's License Plate program funds cannot be used to support, augment, or create scholarship programs.

Unallowable costs will not be reimbursed.